



## myRECA Tutorial

### Renewing your brokerage's licensees

#### Contents

Part One: Accessing and reviewing a licensee renewal application	1
Part Two: Paying for a licensee's renewal fee individually	7
Part Three: Paying for bulk licensee renewal fees through the brokerage's Payment Cart	10
Part Four: Checking the renewal status of your licensee(s)	16
Part Five: Accessing individual payment receipts	18

## Part One: Accessing and reviewing a licensee renewal application

[Log in to your myRECA account](#) and go to the **Applications** page under the **My Brokerage** tab.

When a licensee's renewal application is ready for you to review, it will be in the **Applications Underway** section, the **Application Status** column will indicate **Ready for Review** and the **Assigned To** column will indicate **Brokerage**.

Click the **Complete** link beside the renewal

The screenshot displays the myRECA web interface. The top navigation bar includes 'My Account', 'Education', 'Licensing', and 'My Brokerage'. The left sidebar lists various account management options. The main content area is titled 'Applications' and is divided into two sections: 'Applications waiting for payment' and 'Applications Underway'. The 'Applications Underway' section contains a table with the following data:

Name	Application Type	Application Status	Assigned To	Date Created	Actions
Test Associate	Associate/Associate Broker Licence	Ready for Review	Brokerage	30-Jul-24	Cancel Complete

Red arrows from the text boxes point to the 'Ready for Review' status, the 'Brokerage' assignment, and the 'Complete' link in the actions column.

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My Account

Education

Licensing

My Brokerage

Licence

Message Centre

My People

Applications

Accounting Reports

Brokerage Information

Payment Cart

Payment History

Account Administration

Trust Accounts

Brokerage Structure

Real Estate

Applications

Applications waiting for payment

If you add an application to the brokerage's shopping cart, the applicant will be unable to pay for the application.

Add Selected to Cart

View Cart (0)

<input type="checkbox"/>	Last Name	First Name	Licence Class	Application Type	Application Status	Actions	Payment Assigned To
<< < > >>							

Applications Underway

Name	Application Type	Application Status	Assigned To	Date Created	Actions
Test Associate	Associate/Associate Broker Licence Renewal	Assigned to Applicant	Applicant	30-Jul-24	Cancel

<< < 1 > >>

If the **Application Status** and **Assigned To** columns indicate **Assigned to Applicant**, the licensee has not completed and submitted their renewal application for your review yet. We will email you when this happens.

Page 2

Confirm the licensee's personal and contact information are correct and up to date to the best of your knowledge

! Providing false or misleading information may result in the licensee being sanctioned

! You may also be sanctioned if you approve the application knowing it contains false or misleading information

The screenshot displays the myRECA website interface. The header includes the myRECA logo and a navigation bar with links for My Account, Education, Licensing, and a partially visible 'M' link. A sidebar on the left contains a list of menu items: Licence, Message Centre, My People, Applications, Accounting Reports, Brokerage Information, Payment Cart, Payment History, Account Administration, Trust Accounts, and Brokerage Structure. The main content area is titled 'Test Associate Application' and shows '1. Contact Information'. It features a placeholder for a profile picture, a 'Personal Information' section with fields for First Name (Test), Middle Name, Last Name (Associate), and AKA Name, a 'Residential Address' section with fields for street, town, province, and postal code, a 'Contacts' section with fields for Primary Phone, Alternate Phone, Fax, and Email, and a 'Mailing Address' section with fields for street, town, province, and postal code. At the bottom of the form are 'Back' and 'Next' buttons.

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My Account Education Licensing M

› Licence  
› Message Centre  
› My People  
Applications  
› Accounting Reports  
› Brokerage Information  
Payment Cart  
Payment History  
Account Administration  
Trust Accounts  
Brokerage Structure

### Test Associate Application

#### 1. Contact Information



Personal Information:

First Name: Test  
Middle Name:  
Last Name: Associate  
AKA Name:

Residential Address:

999 Anywhere Street  
Small Town  
Alberta  
X1X 1X1  
Canada

Contacts:

Primary Phone: 403-444-4444 Business/Office  
Alternate Phone: 403-555-5555  
Fax:  
Email: TEST@test.ca

Mailing Address:

PO Box 1111  
Big City  
Alberta  
X2X 2X2  
Canada

Back Next

Review the licensee's renewal application responses carefully to ensure the information they have provided is complete and accurate to the best of your knowledge

! Providing false or misleading information may result in the licensee being sanctioned

! Failure to immediately notify the registrar about an event captured in [Section 40](#) of the *Real Estate Act* Rules may result in the licensee being sanctioned or suspension or cancellation of their licence

! You may also be sanctioned if you approve the licensee's renewal application and are aware of an unreported event or that it contains false or misleading information

The screenshot shows the myRECA website interface. The header includes the myRECA logo and the tagline "Enhancing professionalism through self-regulation". The navigation bar has tabs for "My Account", "Education", "Licensing", and "My Brokerage". The left sidebar contains a menu with options: Licence, Message Centre, My People, Applications, Accounting Reports, Brokerage Information, Payment Cart, Payment History, Account Administration, Trust Accounts, and Brokerage Structure. The main content area is titled "Test Associate Application" and includes sections for "2. Licensee Questions", "Section 40 Compliance", "Licensee Practice Areas", and "Authorization & Acknowledgement, Subscription Statement and Response".

This screenshot shows a detailed view of the "Authorization & Acknowledgement, Subscription Statement and Response" section. It contains several questions and statements for the licensee to review and respond to. The questions are numbered 1 through 5, and the responses are provided in a table format.

#	Question	Answer
1.	I declare that I am in compliance with the requirements of Section 40 of the <i>Real Estate Act</i> Rules and Regulations.	
2.	I acknowledge my application requires subscription to the <i>Real Estate Act</i> Rules and Regulations, and I agree to be bound by the terms of the Agreement and the Insurance Policy issued by REIX. I appoint REIX as my attorney and grant the attorney powers as set out in Appendix A to the REIX Subscription Agreement.	
3.	I understand and accept the duties and responsibilities of an associate/associate broker as set out in the <i>Real Estate Act</i> (the Act) and the <i>Real Estate Act</i> Rules (the Rules). Yes	
4.	I am aware that as a licensee I must follow all standards of practice and comply with the Act and the Rules, and laws that apply to a licensee who is licensed to trade in real estate, deal in mortgages, or engage in condominium management services in Alberta. I acknowledge my obligation to familiarize myself with the applicable laws of Alberta, to only engage in work or provide services I am licensed and competent to do, and to abide by any terms, restrictions and conditions on my licence. I will immediately notify the registrar, in writing, of any changes to the information provided in support of this application that may occur during the application process or after I am licensed.	
5.	I have read and I understand all questions and statements contained in this application. The information and answers I have provided are accurate, true and complete. I make this declaration conscientiously knowing that it is of the same force and effect as if it was made under oath. I acknowledge that providing false and/or misleading information to the registrar may result in the refusal, suspension or cancellation of a licence and is conduct deserving of sanction.	Yes
6.	I consent to RECA contacting me via email regarding licensing, education, or regulatory updates.	Yes

At the bottom of the form, there are two buttons: "Back" and "Continue".

Select **Yes** to accept the application

Select **No** to assign the application back to the licensee to make any changes. We'll email them to let them know if this happens. We'll email you when the licensee has recompleted their application and it's ready for you to review again

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My Account Education Licensing My Brokerage

Licence  
Message Centre  
My People  
Applications  
Accounting Reports  
Brokerage Information  
Payment Cart  
Payment History  
Account Administration  
Trust Accounts  
Brokerage Structure

### Associate Application for Registration - Renewal



#### Broker Acknowledgement

I have reviewed and discussed with the applicant their responses to the questions contained in this application. I have also discussed with them the consequences of providing false or misleading statements.

☒ Do you accept the application?

☐ Yes ☐ No

Back Next



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Enhance  
through

My Account   Education   Licensing   **My Brokerage**

- Licence
- Message Centre
- My People
- Applications
- Accounting Reports
- Brokerage Information
- Payment Cart
- Payment History
- Account Administration
- Trust Accounts
- Brokerage Structure

### Associate Application for Registration - Renewal

#### Payer Selection

☒ Please indicate who is responsible for paying the application fee (the Brokerage or the Applicant). If you select Brokerage Payment , you cannot change your selection later.

Select "Brokerage payment" if the brokerage is responsible for payment. Select "Applicant payment" if the Applicant is responsible for payment.

Brokerage payment ▼

Back   Complete

Select who will pay the licensee's licensing renewal fee.

- if you select **Brokerage Payment**, proceed to [Part Two](#)
- if you select **Applicant Payment**, we will email the licensee to let them know

## Part Two: Paying for a licensee's renewal fee individually

The screenshot shows the myRECA website interface. The top navigation bar includes 'My Account', 'Education', 'Licensing', and 'My Brokerage'. The left sidebar lists 'My Information', 'Message Centre', 'My Applications', 'Start a new application', 'Payment History', and 'Account Settings'. The main content area is titled 'Application Payment' and displays a 'Payment Invoice'.

**Payment Invoice Details:**

Payment Information	
<u>Details</u>	
Licence Renewal Fee - Individual	\$475.02
REIX Premium Individual	\$200.02
Licensing Renewal Fee Credit	<b>-\$250.00</b>
<b>Total Amount:</b>	<b>\$425.04</b>
Credit Applied:	\$0.00
<b>Amount Due:</b>	<b>\$425.04</b>

At the bottom of the invoice, there are 'Back' and 'Next' buttons. A 'Pay Later' button is located in the top right corner of the invoice area.

**Annotations:**

- A red arrow points from the 'Next' button to a text box: "If you selected **Brokerage Payment** on a licensee's licence renewal application, you can pay their licensing renewal fees:  
➤ now by clicking the **Next** button  
➤ later by clicking the **Pay Later** button"
- A red arrow points from the 'Pay Later' button to the same text box.
- A red arrow points from the '\$-250.00' value to a text box: "The \$250 licensing renewal fee credit is automatically applied"



On the **My Brokerage** tab, **Applications** page, go to the Applications waiting for payment section and click the **Payment** link beside the renewal application for which you wish to pay the licensee's licensing renewal fees.

Even if you assigned responsibility for payment to the applicant, if you wish to override this prior assignment and pay for their licensing renewal fees, you can do so by clicking the **Payment** link beside the licensee's renewal application.

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My Account Education Licensing **My Brokerage**

› Licence  
› Message Centre  
› My People  
**Applications**  
› Accounting Reports  
› Brokerage Information  
Payment Cart  
Payment History  
Account Administration  
Trust Accounts  
Brokerage Structure

**Mortgage**

**Applications**

**Applications waiting for payment**


If you add an application to the brokerage's shopping cart, the applicant will be unable to pay for the application.

[Add Selected to Cart](#) [View Cart \(0\)](#)

<input type="checkbox"/>	Name	Application Type	Application Status	Payment Assigned To	Actions
<input type="checkbox"/>	Mortgage Associate1	Associate/Associate Broker Licence Renewal	Waiting for Payment	Brokerage	<a href="#">Cancel</a>   <a href="#">Payment</a>   <a href="#">View</a>
<input type="checkbox"/>	Mortgage Associate2	Associate/Associate Broker Licence Renewal	Waiting for Payment	Applicant	<a href="#">Cancel</a>   <a href="#">Payment</a>   <a href="#">View</a>

<< < 1 > >>

Note: If you are the broker of multiple brokerages, ensure you are in the desired industry sub-tab under the **My Brokerage** tab



RECA: the standards-setting body

My Account   Education   Licensing   My Brokerage

My Information  
Message Centre  
My Applications  
Start a new application  
Payment History  
Account Settings

### Application Payment

By clicking 'Finish' below, you agree you have read and understood RECA's [Privacy Policy](#). You further agree to RECA charging the entered credit card with the entered amount.

PLEASE DO NOT REFRESH OR CLOSE YOUR BROWSER WHILE THE PAYMENT IS PROCESSING.

Name on Card:

Card Number:


CCV:

Expiry Date:  Month  Year

All payments are final

[Back](#) [Next](#)

Enter your credit card information and click ***Next*** to complete the payment and the licensee's licence renewal



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My Account   Education   Licensing   My Brokerage

Centre  
Applications  
Reports  
Information  
Cart

### Payment Successful

Success!

Your payment was successful. Whether you paid by myRECA account credit or by credit card, you can find your receipt on the [Payment History](#) page.

Test Associate is renewed.

**Congratulations!** Provided your payment was successful and there are no good character issues that the registrar needs to review before deciding to issue this licensee a licence, **the licensee's licence renewal is complete!**

Go to [Part Four](#) to learn how to check the status of your licensee renewal(s). Go to [Part Five](#) to learn how to access payment receipts.

## Part Three: Paying for bulk licensee renewal fees through the brokerage's Payment Cart

Click the boxes beside the licensee names to select the applications you wish to add to the brokerage's Payment Cart and click the **Add Selected to Cart** button.

The screenshot shows the 'My Brokerage' section of a web application. The top navigation bar includes 'My Account', 'Education', 'Licensing', 'Licence Renewal', and 'My Brokerage'. Below this, there are tabs for 'Mortgage' and 'Real Estate'. The main content area is titled 'Applications' and shows 'Applications waiting for payment'. A red warning message states: 'If you add an application to the brokerage's shopping cart, the applicant will be unable to pay for the application.' Below this message is a blue button labeled 'Add Selected to Cart' and a link 'View Cart (0)'. A table lists the applications with columns: Name, Application Type, Application Status, Payment Assigned To, and Actions. The table contains one entry for 'CON-00031697 CON-00031697' with status 'Waiting for Payment' and assigned to 'Applicant'. The actions for this entry are 'Cancel', 'Payment', and 'View'. A sidebar on the left contains a list of navigation items: 'Licence', 'Message Centre', 'My People', 'Applications', 'Accounting Reports', 'Brokerage Information', 'Payment Cart', 'Payment History', 'Account Administration', 'Trust Accounts', and 'Brokerage Structure'.

Name	Application Type	Application Status	Payment Assigned To	Actions
<input type="checkbox"/> CON-00031697 CON-00031697	Associate/Associate Broker Licence Renewal	Waiting for Payment	Applicant	Cancel   Payment   View

! You can add an application to your brokerage's Payment Cart even if it is assigned to the applicant for payment, however, this means the applicant will no longer be able to pay for it themselves

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My Account   Education   Licensing   **My Brokerage**

▸ Licence  
▸ Message Centre  
▸ My People  
**Applications**  
▸ Accounting Reports  
▸ Brokerage Information  
**Payment Cart**  
Payment History  
Account Administration  
Trust Accounts

**Mortgage**

**Applications**

**Applications waiting for payment**

If you add an application to the brokerage's shopping cart, the applicant will be unable to pay for the application.

Add Selected to Cart

View Cart (2)

<input type="checkbox"/>	Name	Application Type	Application Status	Payment Assigned To
<< < > >>				

When you've successfully added applications to the brokerage's Payment Cart, the applications will no longer be visible in the **Applications waiting for payment** table. Click the **View Cart** link to access the brokerage's Payment Cart to view and pay for the applications

You can also access the brokerage's Payment Cart by clicking **Payment Cart** under **Brokerage Information** while on the **My Brokerage** tab

Click the **Make Payment** button to proceed with the payment process for the applications in the brokerage's Payment Cart

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My Account Education Licensing **My Brokerage**

› Licence  
› Message Centre  
› My People  
Applications  
› Accounting Reports  
› Brokerage Information  
**Payment Cart**  
Payment History  
Account Administration  
Trust Accounts  
Brokerage Structure

**Mortgage**

**Payment Cart**

If you wish to remove any applications, select the application(s) and click **Remove Selected**. Otherwise, click **Make Payment** to pay for the applications listed.

**Remove Selected**

<input type="checkbox"/>	Last Name	First Name	Licence Class	Application Type	Amount
<input type="checkbox"/>	Associate1	Mortgage	Associate	Associate/Associate Broker Licence	\$225.02
				Renewal	
<input type="checkbox"/>	Associate2	Mortgage	Associate	Associate/Associate Broker Licence	\$225.02
				Renewal	

Total Items: 2  
Total Amount: \$450.04

**Make Payment**

If you wish to remove any applications from the brokerage's Payment Cart, click the box beside the licensee names to select the applications you wish to remove and click the **Remove Selected** button. This will move the application back to the Applications waiting for payment section of the Applications page under the **My Brokerage** tab

Click the **Next** button and follow the prompts to complete your payment. Any available credit on your brokerage's myRECA account will be automatically applied

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My Account Education Licensing **My Brokerage**

► Licence  
► Message Centre  
► My People  
Applications  
► Accounting Reports  
► Brokerage Information  
Payment Cart  
Payment History  
Account Administration  
Trust Accounts  
Brokerage Structure

### Payment Cart

#### Payment Invoice

[Cancel Payment](#)

Details	Quantity	Total
Application Type		
Associate/Associate Broker Licence Renewal	2	\$450.04
Grand Total:		\$450.04
Credit Available:		\$450.04
Net Total:		\$0.00

[Back](#) [Next](#)

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Enhancing professionalism through self-regulation

My AccountEducationLicensingMy Brokerage

LicenceMessage CentreMy PeopleApplicationsAccounting ReportsBrokerage InformationPayment CartPayment HistoryAccount AdministrationTrust AccountsBrokerage Structure

Payment Cart

By clicking 'Finish' below, you agree you have read and understood RECA's [Privacy Policy](#). You further agree to RECA charging the entered credit card with the entered amount.

PLEASE DO NOT REFRESH OR CLOSE YOUR BROWSER WHILE THE PAYMENT IS PROCESSING.

Name on Card:

Card Number:

CCV:

Expiry Date: 

Month

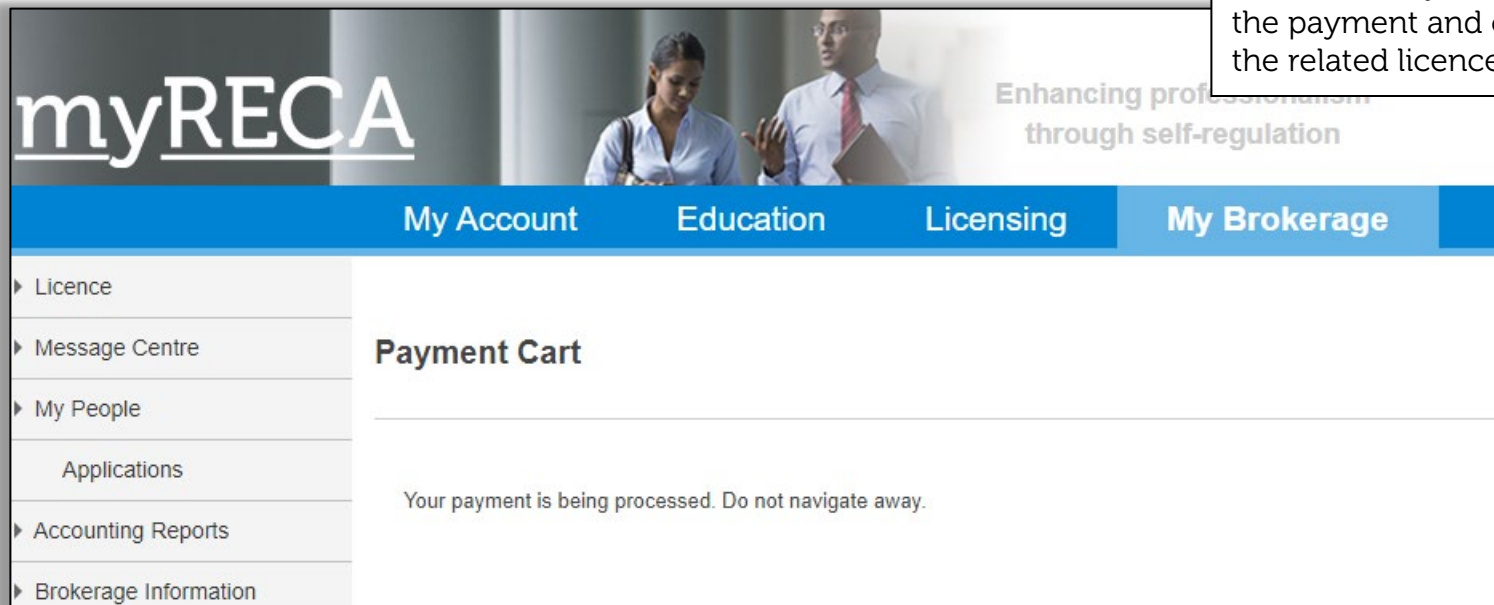
Year

All payments are final

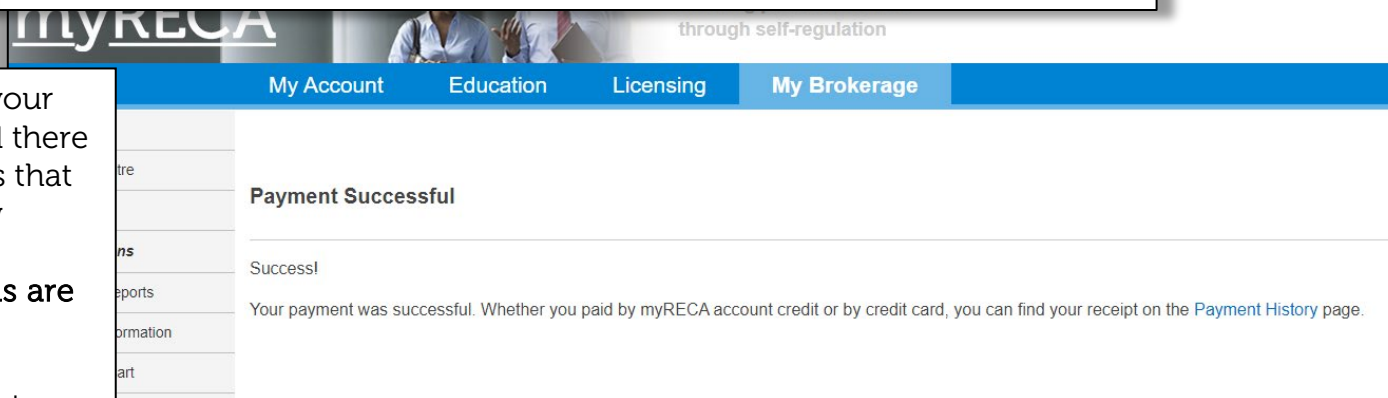
Total Amount:	\$450.04
Credit Applied:	\$0.00
Amount Due:	\$450.04

Next

Enter your credit card information and click **Next** to complete the payment and the related licence renewal(s)



Wait while myRECA processes the payment and completes the related licence renewal(s)



**Congratulations!** Provided your payment was successful and there are no good character issues that the registrar needs to review before deciding to renew a licence, **the licence renewals are complete!**

Go to [Part Four](#) to learn how to check the status of your licensee renewal(s). Go to [Part Five](#) to learn how to access payment receipts.



## Part Four: Checking the renewal status of your licensee(s)

**Option 1:** On the *My People* page of the *My Brokerage* tab in myRECA, in the table showing the brokerage's licensees, there is a column which indicates each licensee's renewal status. For mortgage brokers, you can see the status of your licensees' relicensing education program.

You can download the data from this table as a PDF or into an Excel spreadsheet by clicking the appropriate icon.

The screenshot shows the myRECA interface. The top navigation bar includes 'My Account', 'Education', 'Licensing', 'Licence Renewal', and 'My Brokerage' (highlighted with a red box). The left sidebar has 'My People' highlighted with a red box. The main content area is titled 'My People' and features a search bar with 'Name:' and 'Renewal Status:' dropdowns, and a 'Search' button. Below the search bar, there are icons for downloading data as a PDF or Excel spreadsheet (highlighted with a red circle). A table lists licensees with columns: Name, Email, Licence Class, Renewed, REP Completed, Issued Date, Stop Code, Licensing History, and Terms, Conditions, Restrictions. The 'Renewed' and 'REP Completed' columns are highlighted with red circles. The 'Renewal Summary Report' button in the top right is also highlighted with a red circle.

Name	Email	Licence Class	Renewed	REP Completed	Issued Date	Stop Code	Licensing History	Terms, Conditions, Restrictions
CON-00009363 CON-00009363	test@test.com	Associate	No	No	1-Oct-24	No	<a href="#">View History</a>	
CON-00024570 CON-00024570	test@test.com	Associate	No	No				
CON-00031809 CON-00031809	test@test.com	Broker	No	Yes				

**Option 2:** Go to the *Renewal Summary Report* to access a detailed status of your licensees' renewal. For mortgage brokers, this report also contains the status of your licensees' relicensing education program (see next page).

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My AccountEducationLicensingLicence RenewalMy Brokerage

▸ Licence

▸ Message Centre

▸ My People

Applications

▸ Accounting Reports

▸ Brokerage Information

Payment Cart

Payment History

Account Administration

Renewal Summary Report

Number of People: 2

Name	AKA Name	Renewal Status	Relicensing Course Status
CON-00024570 CON-00024570	AKA Name	Not Started	In Progress
CON-00009363 CON-00009363		Not Started	Not Started

<<< < > >>>

You can download the data from this report as a PDF or into an Excel spreadsheet by clicking the appropriate icon.

## Part Five: Accessing individual payment receipts

You can find all individual renewal (and non-renewal) licensing fee payment receipts that your brokerage paid on the **Payment History** page under the **My Brokerage** tab

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My Account Education Licensing **My Brokerage**

› Licence  
› Message Centre  
› My People  
Applications  
› Accounting Reports  
› Brokerage Information  
Payment Cart  
**Payment History**  
Account Administration  
Trust Accounts  
Brokerage Structure

**Brokerage Payment History**

Payment history for the last 36 months.

For a list of applications paid through bulk card payment, click the Excel icon above the table below to download a detailed payment history and sort or filter by the CRT-XXXXX number.

Current Account Balance: \$549.96

Licensee: From Date: To Date: Search

Name	Application Type	Date	Name on Card	Last 4-Digits	CC Payment	Credit	Total	Actions
ABC Mortgages Inc. o/a	Payment Card	9-Aug-24	Test	4242	\$450.04	\$0.00	\$450.04	
ABC Mortgages	CRT-000006235							
ABC Mortgages Inc. o/a	Payment Card	9-Aug-24	TEst	4242	\$450.04	\$0.00	\$450.04	
ABC Mortgages	CRT-000006236							
Mortgage Associate1	Associate/Associate Broker	9-Aug-24						<a href="#">Receipt</a>
	Licence Renewal							
	CRT-000006237							

Download the Excel file to view which applications were paid through a Payment Cart

Note: If you are the broker of multiple brokerages, ensure you also select the desired industry sub-tab under the **My Brokerage** tab